



NOTICE OF MEETING
AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held by remote means on Wednesday 3 June 2020 at 7.30pm

The remote meeting will be open to the public. Anyone wishing to attend the remote meeting may contact the Town Clerk on townclerk@sprowston-tc.gov.uk to receive joining instructions

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To confirm the minutes of the Council meeting held 13 May 2020. Pages 1 - 8
4. To agree action/response arising from the minutes:
 - (1) Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB: Variation of Condition 2 Following Grant of Planning Permission 20190425 - To Amend the Design of the Retail Unit. (Permission granted)
5. To receive any Police Liaison Officer's report and Temporary Assistant Chief Constable Community Update Covid-19. Page 9
6. To receive correspondence:
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 10
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. Developing / Facilitating Community support within Sprowston (Mrs J Leggett)
10. To receive the report of the Town Clerk and make decisions on: Pages 11 - 12
1.3 Bowls Green
11. To consider planning applications to 3 June 2020. Pages 13 - 14
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
14. To confirm the payment of accounts to 3 June 2020. Pages 15 - 16
15. To receive the schedule of credit card payments. Page 17
16. To receive the schedule of direct debits. Page 18

Guy Ranaweera
Town Clerk

29 May 2020

Council Office, Sprowston Recreation Ground, Recreation Ground Road Sprowston,
Norwich, NR7 8EW
Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ Councillors have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as both Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

MEETING OF SPROWSTON TOWN COUNCILLORS – 13 MAY 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 13 May 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mrs B J Lashley
Mr M G Callam	-	Mrs J Leggett
Ms D Coleman	-	Mr I J Mackie
Mr W F Couzens	-	Mr J H Mallen
Mr J F Fisher	-	Ms C T Rumsby
Mr R J Knowles	-	Mr N Shaw
Mr S C Walker		

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

20/110. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs B J Lashley	20/120 1.5, Report of the Town Clerk, Civic Spaces	Chairman of Sprowston Senior Citizens Bowls Club

20/111. APOLOGIES FOR ABSENCE

Verbal apologies for absence were received and accepted by the Council from Mrs B Cook.

20/112. MINUTES

The Minutes of the Council's meeting held on 22 April 2020, having previously been circulated to all Councillors were subject to the following amendments

Minute 20/097 (3), **delete** changes status and **insert** change date

Minute 20/099 1.4, **insert** and Mr A J Barton

were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

20/113. ACTIONS FROM MINUTES

Further to Minute 20/064, Council noted the written response from Ben Burgess Major Teams Manager, Broadland District Council on Drainage and Flooding in Sprowston.

20/114. POLICE LIAISON OFFICER'S REPORT

Council noted the Police Liaison Officers report and Temporary Assistant Chief Constable 's Community Update COVID-19.

Mrs J Leggett reported that the milk thief had been caught and Police were increasing patrols and reminding people to lock sheds, garages and bicycles.

Mrs B J Lashley observed there were no crime statistic figures available and enquired if Police were aware of increased reports of theft in Sprowston.

Ms D Coleman commented that the milk thief had been affiliated to other crimes in the area.

20/115. CORRESPONDENCE

Having considered a donation request from Norfolk and Norwich Association for the Blind (NNAB)

it was **RESOLVED** that due to current circumstances any donations from the Town Council should be given to local charities in Sprowston but welcome NNAB to re-apply in six months.

20/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) There is currently an unauthorised encampment at Sprowston Park and Ride.

They have been made aware that there is an injunction preventing encampments at this site.

Officers of Norfolk County Council will carry out the necessary procedures. The gypsy travellers were given until Sunday 11 May 2020 to vacate the site but 7 caravans were still there on Monday morning.

There will be a court hearing on 19 May 2020 at which an order for fines and vehicle seizures could be made.

- (2) Norfolk County Council's Economic Development Department has sourced 800 suppliers of Personal Protection Equipment (PPE) so there should be no need for shortages in Norfolk.
- (3) Norfolk County Council has spent £1m on PPE for its care homes and private care homes can now order from the council.
- (4) The "Teams" system (similar to Zoom) which is on all Norfolk County Council's laptops is being used by up to 6000 staff a day to ensure the continued smooth running of the council during lockdown.

20/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (5) A new distribution centre for food and PPE is being run by Norfolk County Council on behalf of Norfolk Resilience Forum. Staff from the Museum and Library service have been drafted in to help with this. 350 food boxes a day are being sent out to shielded people via the District Councils.
- (6) The western link road scheme has been put back by 6 months. Start date is now 2023 with opening 2025.
- (7) The individual County Councillors £6,000 Highways Budget is available this year for small roadwork schemes, trods etc.
- (8) A new £14m 100 bed ward block and a £7m Interventional Radiology Unit at the Norfolk and Norwich University Hospital is nearing completion and will be taking its first patients in June 2020.
- (9) Eight of the larger recycling centres re-opened on Monday 11 May 2020. Our nearest one open is Mile Cross.
- (10) Fostering fortnight runs from 11 - 25 May 2020. There are 350 foster caring households in Norfolk helping to transform the lives of over 1,100 vulnerable and looked after children. For details of foster care recruitment go to <https://www.norfolk.gov.uk/fostering>.

Mrs J Leggett verbally reported that:

- (1) The bulk waste collection service and provision of new brown bins had resumed.
- (2) Levels of Fly Tipping had remained at the same standard during lockdown.
- (3) Sprowston Youth Engagement Project were raising funds for the Brickmakers. Activities included a 30-mile run, bike challenge, quiz and live stream.
- (4) She continued to help Sprowston Community Help Group together with Councillor Coleman and Councillor Couzens advising that the process continued to be refined but as demand had lessened the phonenumber opening hours had now been reduced.
- (5) The library service had been seconded to help volunteers and volunteering Norfolk.
- (6) Broadland District Council were looking for suppliers of suitable masks for those volunteers requesting them.
- (7) She had been advised at a Governing Body meeting that 10% of families needed food boxes in the area.

Mr J M Ward thanked everyone involved with supporting the Sprowston Community Help Group.

Mr J F Fisher verbally reported that:

- (1) It was hoped the Foster Fortnight campaign would gain publicity and encourage more foster carers.

20/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (2) Attendance by vulnerable children at school had increased since Easter.
- (3) Referrals into Norfolk County Council's "Front Door" service had reached 50%. A Campaign with text messages and post cards to children had increased referral rates but there was still concern that children in danger were not coming forward.
- (4) It was hoped to get the new building up and running at Falcon Road School now that construction had resumed. Site opening hours had been extended to allow the workforce to be more socially spread and to help with child care.

Children would only be returning to the new building not the main School in September.

Ms C T Rumsby queried if the food bank at Falcon Road school was now available to the wider community of Sprowston.

Mr Fisher replied that no changes had been made.

20/117. RESIDENT'S QUESTIONS

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Town Mayor who would, assisted by the Town Clerk, reply.

Mr O Hanbury requested Council to repair a hole in fencing between Barkers Lane Playing Field and the Cricket Ground to prevent dogs getting through and offered to supply the chain link.

It was agreed that the Town Clerk investigate the situation.

20/118. STANDING ORDERS

Following review, it was **RESOLVED** to adopt the Standing Orders subject to the following amendments:

Standing Order:

3 i - **delete** and stand when speaking

23 b - **delete** 22 (a) and **insert** (23a)

27 a - **delete** maybe and **insert** may be

27 d after the Mayor **insert** or if not available the Vice-Chairman

20/119. FINACIAL REGULATIONS

RESOLVED to adopt the unmodified draft Financial Regulations.

20/120. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Coronavirus Help Group (SCHG)

The Town Clerk added to his written report advising that 1000 leaflets had been printed and supplied by Sprowston Town Council.

Mr M G Callam asked if he could help with delivery.

Mr W F Couzens advised that leaflets were being distributed to leafleteers on Thursday and would be delivered within the week.

Mrs J Leggett said she had put forward Mr J M Ward and Mr A J Barton as volunteers to help deliver leaflets however they had not been called on as a group of runners were carrying out deliveries as part of their training.

1.2 Payments between residents and volunteers

It was noted that Sprowston Town Council had acted as financial go-between for 124 shopping transactions between residents and volunteers, totalling almost £2000.00.

1.3 Food bank at St Cuthbert's Church

Council noted the Town Clerk's report on St. Cuthbert's Church Food Bank.

1.4 Funding and support for community groups

Council noted purchases made using the Norfolk Community Foundation grant together with the organisations supported.

1.5 Civic spaces

Further to his written report the Town Clerk confirmed that following recent Government guidance all-weather tennis courts at Sprowston Recreation Ground would open to the public on Friday 15 May 2020. Two grass tennis courts would open 21 May 2020 following grounds maintenance with remaining grass courts opening on a successional basis each week. Notices would be erected reminding users to observe social distancing requirements.

The Town Clerk advised that he had received requests to open the Bowls Green.

As Bowls was a team sport Council did not feel social distancing could be achieved and did not support the opening of the Bowls Green.

1.6 Broadland / South Norfolk (BDC/SN) - Town and Parish briefing

Council noted the Town Clerks attendance at the Broadland / South Norfolk Town and Parish briefing.

20/120. REPORT OF THE TOWN CLERK (CONTINUED)

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Financial Year End and Annual Governance Accountability Return (AGAR)

Council were pleased to note the Financial Year End and Annual Governance Accountability Return was well underway and would be presented to them within six weeks.

PLANNING AND TRANSPORTATION

5.1 Highway Inspection Town and Parish Visit

Council noted works to be carried out in Sprowston by Norfolk County Council following a Highway Inspection.

ATTACHMENTS

- A. Questions and Answers, and briefing summary**
- B. TPC briefing 010520**
- C. Service Status Tracker BDC MASTER 30-04-20 Final**

20/121. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no objection to the following applications:

2020/0859 - first floor side extension at 122, Wilks Farm Drive.

2020/0914 - proposed side extension, detached garage, new boundary wall and dropped kerb at 38, Linton Crescent.

2020/0913- single storey rear extension to replace conservatory, wider dual pitch roof to replace existing dual pitch roof on the existing, front porch detail, render over brick detailing and fascia board to existing front extension, side window insertion at 38, Blackwell Avenue.

20/121. PLANNING (CONTINUED)

- (b) Had no objection to the granting of planning application 2020/0838 - third floor extension to existing offices, 2 new roofs, removal of asbestos cement sheeting and installation of new composite panel roof at Aalco Metals Ltd, Rountree Way on condition that the proposed extension windows did not overlook neighbouring residential properties, sufficient parking spaces were available for any additional staff this development might attract and appropriate protection be provided if asbestos was present during building works.
- (c) Had no objection to the granting of planning application 2020/0475 - annexe at 52, Wroxham Road subject to a condition that the annex always remained integral to the main residents of the property to prevent the plot being sub-divided and annex sold as a separate dwelling.
- (d) Had no objection to the granting of planning application 2020/0457 - variation of condition 2 following grant of planning permission 20190425 - to amend the design of the retail unit at former Royal Observer Corps, Chartwell Road but expressed concern about the location of the bins being adjacent, and close to a resident's property.

20/122. BOUDICCA BREWING CO LTD - APPLICATION FOR NEW PREMISES LICENCE

RESOLVED to raise no objection to the application by Boudicca Brewing Co Ltd for a premises licence (supply of alcohol) to be granted under the Licensing Act 2003 at St. Georges House, Salhouse Road, Sprowston.

20/123. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett confirmed she had drafted and sent Terms of Reference to the members of the Recreational Facilities Working Group for consideration.

Members of the working group approved the proposals and it was agreed that Mrs J Leggett send the Terms of Reference to the Town Clerk and arrange a Zoom meeting with group members.

20/124. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley reported that Active Norfolk were offering free exercise at home physical activity packs to support vulnerable adults who are isolating at home and did not have access to the internet.

She also reported that that NALC was working with the University of Plymouth who are surveying local councils to ascertain what they are doing to help support people living with dementia in their communities.

The Town Clerk confirmed he had ordered some physical activity packs should local help groups want to contact him for supply.

20/125. PAYMENT OF ACCOUNTS 13 MAY 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 13 May 2020 totalling £8,177.20 and answered a query as follows:

Invoice No. 926263 referred to large size multi pack toilet rolls

Following a request from Mrs B J Lashley it was agreed that finance information sheets be presented in a separate PDF and in landscape orientation to aid reading on electronic devices.

On the motion of Mr J M Ward, seconded by Mr J F Fisher it was **RESOLVED** that payment of the accounts to 13 May 2020 totalling £8,177.20 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

20/126. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 13 MAY 2020

In response to a query on invoice No.1009324711 - Decorating Materials the Town Clerk explained that it was decorating equipment and materials to repaint the corridors at Sprowston Diamond Centre whilst it was closed to the public.

The schedule of credit card payments totalling £491.13 was approved and noted.

20/127. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to a query on Invoice No. 748306 - Vodafone the Town Clerk advised that all groundsmen's mobile phones were part of the Anglia Farmer contract, office staff were on pay as you go.

The schedule of direct debit payments totalling £5,239.55 was approved and noted.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.00pm.

03 June 2020

Town Mayor

COMMUNITY UPDATE

COVID-19



21/05/2020



I cannot deny that come Monday morning, I breathed a sigh of relief. The weekend had passed without major incident and in areas that were busy, social distancing was the order of the day. The large majority of people in Norfolk seemed to embrace their new-found freedoms with a degree of restraint. The weather definitely played its part in this, with more people out and about on the Sunday.

I think it's fair to say that for many of us, lockdown fatigue has or is certainly beginning to set in. And let's be honest...these are unprecedented times. Daily life has changed dramatically, it's affected our freedoms, work, travel, business, schooling and childcare.... even food shopping seems like a military exercise nowadays.

In normal times, a change to just one of these would probably be enough to trigger a feeling of being unsettled or frustrated. You combine all these things and that equals one massive challenge.

We cannot and should not ignore the fact that many people will be struggling with their mental health right now at a time when people's usual support networks, be that meeting up with friends or family or through a more professional setting, are not accessible in the same way as before.

No one is immune to having a bad day and I imagine many of you will have had a few in these last couple of months as we all come to terms with a new way of life. This week is Mental Health Awareness Week and the theme of this year's campaign is kindness. The #BeKind movement which attracted so much publicity before this crisis seems to be a distant memory, with limited coverage in mainstream media.

But the message couldn't be more important now – kindness is a medicine we should all be giving and receiving. Doing something good – putting other people's needs before your own – not only helps other people but can also help to reduce stress and improve your mood. I have no doubt acts of kindness have been happening across Norfolk since day one of lockdown. However, while some restrictions might be easing, the pressures people are facing remain the same. Let's not forget that and help our family, friends and colleagues where we can.

Lastly, as we head towards another bank holiday weekend, I ask you all to keep up with your efforts, demonstrated last weekend. Social distancing remains in place for a reason – to protect you and to help stop the spread of this virus. So, for the benefit of you and others, be sensible and let's protect ourselves and protect Norfolk.

Many thanks - **Temporary Assistant Chief Constable , Julie Wwendth**



CONTACT US THROUGH OUR
SOCIAL MEDIA CHANNELS



CALL US ON 101 OR 999 IN
AN EMERGENCY



TALK TO YOUR LOCAL
BEAT MANAGER

24th May 2020

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

At the first Zoom Planning Meeting held on 20th May, we gave approval for Larkfield Homes to build 520 dwellings between the Business Park and Broadland Northway. We also gave approval for Norwich Airport to use part of its site, which is not required for the functioning of the airport, for industrial use with half of the total 95,035 sqm being for aviation related employment.

“Broadland Growth”, BDC’s property company completed 14 homes at Carrowbeck incll 6 affordable and is currently building 22 homes of which 8 are affordable, at Roseberry Fields, Gt Plumstead. £2m was borrowed to build Carrowbeck and that was paid back plus profit to put into Roseberry Fields which anticipates a 10% profit on cost. The two developments created 13 apprenticeships.

At Full Council, via Zoom, on 21.5.20, it was agreed to charge for Pre-Planning advice but not to bring in these charges until May 2021.

The Government has made £100,000 available to BDC for use as Hardship Grants to those in need, to tide them over while they apply for other support such as Universal Credit.

Norfolk County Council

Our Library Service has been very busy on line with ebook downloads up 63%. Film of activities run by libraries for babies, children and young people have been viewed 172,000 times. There has also been support for small businesses through its Business & IP Centre providing video content and 67 On-line events.

The Norwich Western Link has been approved by the Dept of Transport to continue through the next stages of its development. As well as providing £1m of development funding in 2020/21, it could unlock up to 85% of the total, estimated £153m cost of the project.

A new £1.47m support package has been launched by NCC to provide help to childcare providers during the COVID-19 Pandemic.

NCC is to receive £22.231m from the Dept for Transport to spend on maintenance of its transport networks, more than any local auth in the east.

COUNCIL MEETING – 03 June 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Tennis Courts

Six grass tennis courts and both all-weather courts have been returned to use. It is anticipated the remaining four grass courts will be ready for use by end of week commencing 8th June, at latest. Signs have been placed on courts to remind users to observe social distancing guidance.

1.2 Play Areas and Public Toilets

Play areas and public toilets remain closed. Public toilets, being high-footfall enclosed spaces continue to pose a significant risk to members of the public and our cleaning staff. The situation and guidance will continue to be monitored closely.

1.3 Bowls Green

Under Government's latest lock-down guidance games of outdoor bowls are now potentially permissible. Therefore, I propose to implement the following measures to allow our bowls clubs to use the green whilst observing social distancing requirements:

- Restrict play to three rinks, with a maximum of 2 players per rink.
- Compensate for player number restrictions by allowing clubs to use the green for longer each day.
- Require clubs to organise rotas of players (to avoid exceeding the player limit at any one time).
- No access to the bowls pavilion.
- Any required equipment (mats, jacks etc) will be stored in the pavilion's outside cupboard which clubs can access freely via number-lock pad.

Recommendation: To implement the above 'COVID-19-safe' arrangements for re-opening the bowls green and to advise bowls clubs accordingly.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Sprowston Town Council (STC) Grounds Team

The STC grounds team has resumed full working duties. A risk assessment has been undertaken and mitigation measures put in place to ensure the team's working environment is as 'COVID-safe' as possible. Current priorities are to recommission all tennis courts and the bowls green; maintain the cemetery and recreational open spaces. The team will catch up with verges and other lower priority areas as opportunity allows.

PLANNING AND TRANSPORTATION

5.1 No matters to report

SPROWSTON CORONAVIRUS UPDATE

6.1 Volunteer Shopping

As of close of business 27/05/2020 STC has facilitated 204 financial transactions between vulnerable residents and their Sprowston Coronavirus Help Group volunteers (SCHG), totalling £5,960.97. In addition, a trial is underway of a new system that would allow volunteers to provide cash to residents without residents needing to hand over their bank card to the volunteers.

6.2 Active Norfolk Home Exercise Kits

Further to minute 20/124, our application to Active Norfolk for 50 'Active at Home' exercise kits has been successful and the kits have now been received. SCHG and Sprowston Senior Citizen's club will be offered kits from our supply. Kits will also be advertised to the public via social media. Depending on demand for the kits, I may request volunteers to deliver kits to self-isolating or shielding residents.

ATTACHMENTS

None



**Guy Ranaweera
Town Clerk**

Sprowston Town Council
PLANNING APPLICATIONS – 2020

Broadland DC App. No.: 2019/1452

Location: Foxley Wood, Buxton Road, Spixworth NR10 3FJ

Type: Reserved Matters

Description: Matters reserved by conditions 2 (layout, scale, appearance and landscaping), 6 (landscaping), 10 and 13 (layout) of outline approval 20160759 - erection of 4 x detached dwellings with garage.

Note: Council previously raised no objection to this application in its original form

Broadland DC App. No.: 2020/0922

Location: 40, Lone Barn Road, Sprowston NR7 8HZ

Type: Householder

Description: Erection of timber garage to front of property

Broadland DC App. No.: 2020/0988

Location: 7, Alford Grove, Sprowston NR7 8XB

Type: Householder

Description: Proposed single storey rear extension

Broadland DC App. No.: 2020/0993

Location: 40 Varvel Avenue, Sprowston NR7 8PH

Type: Householder

Description: Single storey rear extension

Sprowston Town Council
PLANNING APPLICATIONS – 2020

Broadland DC App. No.: 20200838

Location: Aalco Metals Ltd, Roundtree Way, Sprowston

Type: Amended Plans

Description: 3rd floor extension to existing offices, 2 new rooves, removal of asbestos cement sheeting and installation of new composite panel roof

Broadland DC App. No.: 20200968

Location: 42, Carleton Road, Sprowston

Type: Householder

Description: Single storey hipped roof front extension to existing bungalow

Broadland DC App. No.: 20201040

Location: 139, Moore Avenue, Sprowston

Type: Householder

Description: Demolition of garage and erection of single storey extension (Revised Proposal)

Sproawston Town Council	Payments	Meeting	Date: 03 June 2020
<u>Invoice Date</u> <u>Invoice No.</u>	Contractors Equipment Sales Ltd	<u>Net</u>	<u>VAT</u>
19/05/2020 15991	Details Annual Service Volvo Mini Excavator	175.00	35.01
			<u>Amount</u> BACS
			210.01 29
<u>Invoice Date</u> <u>Invoice No.</u>	Copy it Digital Solutions	<u>Net</u>	<u>VAT</u>
07/05/2020 8070757838	Details Photocopies:31/03/2020-30/04/2020	6.62	1.32
			<u>Amount</u> BACS
			7.94 30
<u>Invoice Date</u> <u>Invoice No.</u>	Cozens UK Ltd	<u>Net</u>	<u>VAT</u>
11/05/2020 5075	Details Streetlight Maintenance : April 2020	600.00	120.00
			<u>Amount</u> BACS
			720.00 31
<u>Invoice Date</u> <u>Invoice No.</u>	CPS Fuels	<u>Net</u>	<u>VAT</u>
26/05/2020 440588	Details Red Diesel	503.79	25.19
			<u>Amount</u> BACS
			528.98 32
<u>Invoice Date</u> <u>Invoice No.</u>	Heritage Contract Services Ltd	<u>Net</u>	<u>VAT</u>
01/06/2020 926326	Details Caretaking/Cleaning Services July 2020	5569.58	1113.92
01/06/2020 926327	Locking Cemetery Gates May 2020	119.64	23.93
		5689.22	1137.85
			<u>Amount</u> BACS
			6683.5 33
			143.57
			6827.07
	Sub Total	6,974.63	1,319.37
			8,294.00

Sprowston Town Council

Payments

Meeting Date: 03 June 2020

Intouch Systems
Details
 Server Backup :18/05/2020-18/06/2020
 Filestream Yearly Maintenance Support

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/05/2020	688352	49.00	9.80	58.80	34
21/05/2020	688650	737.00	147.40	884.40	
		786.00	157.20	943.20	

TOTAL OF INVOICES

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
7,760.63	1,476.57	9,237.20	Trf 6

Transfer: STC Drawings a/c to Petty Cash

7,760.63	1,476.57	9,237.20
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Transfer: STC Active a/c to STC Drawings a/c

		9,237.20	Trf 6
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Transfer: STC Active a/c to Salaries a/c

.....
 Councillor

.....
 Councillor

.....
 Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 03/06/2020

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
		Amazon UK			
14/05/2020	1185748115	Surgical Medical Face Masks	41.30	8.26	49.56
20/05/2020	180537061	Acedemic Diary 2020-2021	7.49	1.50	8.99
20/05/2020	388354875	Plastic Punch Pocket Wallets	2.48	0.50	2.98
19/05/2020	140747521	Copy paper	13.94	2.80	16.74
24/05/2020	170896501	Paperclips	1.32	0.27	1.59
			66.53	13.33	79.86

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
		Screwfix Direct			
18/04/20202	A6352500766	Folding Sack Truck	25.00	4.99	29.99

Payments by Barclaycard Due by Direct Debit 91.53 18.32 109.85

Sprodston Town Council

Direct Debit Payments

Date: 03 June 2020

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Meeting</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
						<u>DEBIT</u>
09/05/2020	7199404	Anglian Water Business Details	Net		592.96	
09/05/2020	7202724	Recreation Grd: 09/02/2020-09/05/2020 Diamond Centre:09/02/2020-09/05/2020	276.57			276.57
			869.53			869.53
01/04/2020	14844360320	Barclaycard Payment Solutions Details	Net		28.05	
30/04/2020	14844360420	Monthly & Transaction Charges March 2020 Monthly & Transaction Charges April 2020	24.59 65.36	3.46 3.46		28.05 68.82
			89.95	6.92		96.87
03/05/2020	NWS00174929	Norse Waste Solutions Details	Net		9.00	
		Bin rental :31/03/2020-27/04/2020	7.50	1.50		9.00
18/04/2020	A8458652	Siemens Financial Services Details	Net		53.00	
		Sharp MX3050NFK Lease Rental	265.00			318.00
19/05/2020	3004722699	Total Power & Gas Details	Net		553.14	
19/05/2020	3004806090	Streetlights: April 2020	2,765.69			3,318.83
19/05/2020	3004806101	Floodlights: April 2020 SDC: April 2020	9.20 193.96	0.46 38.80		9.66 232.76
			2,968.85	592.40		3,561.25
30/04/2020	SIO1176449	Veolia Environmental Services UK Details	Net		140.40	
		All sites skip hire: April 2020	140.40	28.08		168.48
30/04/2020	5607446	Waterlogic GB Ltd Details	Net		8.85	
		Cooler Rental & Environmental charges April 2	8.85	1.77		10.62

Total of Payments Due by Direct Debit

683.67

5,033.75